

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 17 January 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 10 - 17 January 1956

1. Numbers in Clerical Training. During the week of 10 January there were 43 people in Clerical Induction Training. At the same time last year there were 16. In Clerical Orientation there were 10 people for the week of 10 January. One year ago there were 7.

2. Illness of Staff Member. On 10 January, [ ] entered Anderson Orthopedic Hospital for treatment. It is expected that she will be hospitalized for at least two weeks.

3. Secretary on Leave. [ ] secretary for Clerical Induction Training, has left for a vacation in Florida with her husband who has recently returned from a tour of duty [ ] She expects to be away approximately three weeks.

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